

First Aid Policy



Aspire to achieve...

Aims:

1. To provide first aid provision and medical care for pupils, staff and visitors to the school.
2. To have in place qualified first aid personnel.
3. To have in place adequate first aid equipment.
4. To have in place excellent lines of communication with the emergency services and other external agencies.
5. To adhere to the governments Health & Safety regulations and guidelines.

Identification & Awareness:

- 1.1 Parents must inform the school of their child's existing medical conditions which may be a cause for concern.
- 1.2 The staff must report any concerns they have on the medical welfare of any pupil.
- 1.3 First aid trained staff will be asked to see any child who may have developed a medical condition or had an accident whilst on school property and in school hours.
- 1.4 If there is any doubt about the child's injury requiring medical attention, the child's parents will be contacted to collect them and take them to the GP or A&E department.
- 1.5 In an emergency, an ambulance will be called before contacting the parent.

Training:

- 2.1 For all nominated personnel to undertake training in first aid through a recognized trainer and hold either the First Aid at Work qualification or the Paediatric First Aid qualification. In addition, the majority of the staff will be trained in Emergency First Aid.
- 2.2 All staff will be trained in Emergency First Aid at least every three years.
- 2.3 A record of trained personnel is displayed in the staff room and office.

Administration of Medicines:

- 3.1 A procedure is in place for the administration of medicines for pupils. See 'Administration of Medicines' Policy.
- 3.2 Before the school administers any medication the parent must complete the necessary paper work.
- 3.3 Records must be kept of the administration of medicines.

First Aid Supplies/ House Keeping:

- 4.1 First aid supplies are located in the staff first aid area, by the main junior children's exit, infant cooking area and in the green 'grab' bags in the staff cloakroom area.
- 4.2 Pupils are to be reminded that they are not to open any first aid boxes located in the general corridors.
- 4.3 Pupils to be reminded that they are not to administer any first aid themselves and to always alert a member of staff if a child requires first aid of any sort. All medicines and ice packs must be securely stored in the designated first aid room area – staff cloakroom area.
- 4.4 A responsible member of staff will ensure that first aid boxes are labelled, stocked correctly and checked periodically.

Emergencies:

- 5.1 All emergency trained staff will deal with minor grazes themselves. More serious injuries and all bangs to the head or face must be reported to and dealt with by a fully qualified first aider.

Records:

- 6.1 Records are to be kept for all pupils requiring any form of first aid. This could be a copy of a 'bumped head' letter, the accident book or minor injuries book or entered onto the PRIME Accident Reporting system.

Reporting:

- 7.1 Parents are to be informed of all accidents which occur during school hours especially head injuries (unless the injury is a very minor graze which has been wiped and a plaster applied.). Details of all accidents however minor will be kept.
- 7.2 All accidents which require the person to leave school early to directly seek medical attention from a hospital must be entered on the PRIME Reporting system to ensure RIDDOR legislation is met.

First Aid to be administered:

- 8.1 In the event of an injury/soreness in an intimate area of the body, two first aiders must be present.
- 8.2 Plasters will be applied if necessary unless the parent has given prior notice that the child should not have them applied.
- 8.3 Ice packs can be used for suspected sprains, bumps and bruises **as long as they are inside an ice pack sleeve and are not applied for more than 15 minutes at a time**, depending on the temperature of the ice pack.
- 8.4 Children must remain in the entrance hall during application of all ice packs in order to be monitored.

Before and After School Provision:

- 9.1 It is the responsibility of the providers of before and after school clubs to administer first aid if the school first aider is not available.
- 9.2 After school sports club personnel must have a qualified first aider present and have an adequately stocked first aid kit available.
- 9.3 First aid kits and any relevant medication for specific children must be taken on all visits out of the school premises.

9.4 A Paediatric first aider should accompany trips made by the EYFS. An emergency aider can accompany trips to museums etc, but for overnight residential visits, a fully qualified first aider must accompany the party..

Hygiene:

11.1 Gloves must always be worn if in contact with blood and/or body waste

11.2 Waste contaminated with bodily fluids/waste should be placed in the soiled dressings bin located in the staff toilet.

11.3 Lists of the current qualified First Aiders and further first aid information can be located in the staffroom and on the infant/junior corridor noticeboards.

APPENDIX A

EMERGENCY PROCEDURES

MINOR INJURIES.

Escort the child to the Library/Reception areas where a First Aider will deal with the injury. Bumped head letters and/or minor injury letters will be filled in by a First Aider and sent home. Copies to be kept in the office.

SERIOUS INJURY.

DO NOT MOVE THE CASUALTY unless there is imminent threat of danger. Inform a first aider immediately. Keep other pupils away from the casualty. Ring emergency services and give a clear description of injury. An Administration Assistant will meet and direct the emergency services to the casualty. The qualified first aider will complete the Accident book or write down the details and then enter the accident on the PRIME system. This will report the accident to RIDDOR. A member of the Senior Leadership Team will make a decision whether to contact the critical incidents team.

MAJOR INCIDENTS INVOLVING MORE THAN ONE CASUALTY.

Inform the Headteacher and first aiders immediately. Emergency aiders and site maintenance officer to support. Evacuate all uninjured children and adults to a place of safety. A first aider will telephone the emergency services and give a clear description of the number and type of injuries. Senior Leadership Team will make the decision whether to contact the police. A delegated person will greet the paramedics by the front gate and direct them to the casualties. The school should then follow the critical incident procedures as detailed on the office notice board.

This policy will be reviewed and updated when any new guidelines and legislation are issued by any relevant bodies or where the Academy feels is necessary.